

Title: Motor Vehicle Operator
FLSA: Non-Exempt

Pay plan/Series/Level: NA

Citation: US OPM FWS JGS, Motor Vehicle Operator, 5703, 4/91.

Major Duties: Drives various types of automobiles from sedans to passenger vans and trucks weighing up to 10,000 pounds to transport personnel, supplies, and materials throughout the installation. Assists with loading and unloading cargo and materials. Ensures vehicle is not loaded beyond the rated capacity by checking cargo papers and by visual observation. Completes trip tickets and preventive maintenance service records. Fills out driver's accident report in case of accident. Performs driver's maintenance in accordance with established rules and regulations.

Skill and Knowledge: Knowledge of height, weight, width, and length of vehicle in order to judge overhead and side clearances, turning radius and braking distance. Knowledge of safety rules and traffic regulations. Knowledge on how to properly load and unload cargo. Skill in determining the shortest and safest route. Ability to recognize hazardous conditions.

Responsibility: The operator follows supervisor's instructions that indicate the type of vehicle to be operated, destination, purpose of the trip and work to be done. Work is evaluated for timeliness, safe delivery of cargo or passengers, and compliance with all traffic rules and safety practices.

Physical Effort: Light physical effort is required in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls. Moderate physical effort is required in the handling of objects weighing up to 40 pounds, and the occasional handling of heavier objects while loading cargo with the assistance of others or weight handling equipment.

Working Conditions: Drives outside in all kinds of weather in a controlled traffic environment throughout a military installation. Exposed to dirt and fumes, and the possibility of cuts, bruises, and broken bones as a result of accidents while driving or from falling objects when loading and unloading the vehicle.

Evaluation:

Determination of Series and Title: This position is involved in the operation of gasoline or diesel powered wheeled vehicles used to haul cargo and transport passengers. The most appropriate standard for these duties is the Motor Vehicle Operator, NA-5703.

Determination of Grade: The position requires that the vehicles be driven only on the installation and under limited traffic conditions at low speeds. The operator must know the height, width, length and weight of the vehicle, the safety rules and regulations and how to load and unload cargo. The operator follows orders of the supervisor that indicate type of vehicle to be operated, destination, purpose of trip, and work to be done. The driver is responsible for performing operator maintenance in compliance with established policies. These duties and responsibilities fully meet the 04 level of the Motor Vehicle Operator standard.